

Instructions: Please fill out the sections below, and upload as a digitally signed Word document or PDF at your registration session. **DO NOT ALTER ANY FORMATTING IN THIS DOCUMENT.** If your group has a chapter constitution on file, please cut and paste relevant sections into this document. RSO Constitutions are audited every 3 academic years, beginning 2018.

Article I: Name (please fill in name of your RSO. If you wish to show a UW association, you may **ONLY** use “at University of Washington” or “UW Chapter” at the **END** of your name.)

Registered Student Organization Constitution of: School of Nursing Student Leadership Board (SoN SLB)

Article II: Group Purpose

Section 1: (Please state purpose/mission of your group)

Vision

An inclusive, collaborative, and connected student body that works together to support and improve academic and student life for all School of Nursing (SoN) students, as well as to strengthen the health and equity of our community.

Mission

To represent, advocate for, and build community among all students in the School of Nursing.

Purposes

1. Represent undergraduate and graduate student voices to executive leadership at the School of Nursing, the main campus at the University of Washington, and the community at large.
2. Build community among nursing students in different cohorts, programs, and departments.
3. Connect and synergize student interest groups through representation and resourcing.
4. Ensure student needs and priorities are reflected in School of Nursing decision-making.
5. Provide non-academic experiences to enhance student preparation for future nursing roles.
6. Provide leadership opportunities for students.

Composition

SLB Executive Group

President – 1 Vote

Staff Officers

Vice President – NO VOTE but can accept proxy.

DEI Officer – NO VOTE but decides all ties.

Financial Officer – NO VOTE

Records Officer – NO VOTE

Communications Officer – NO VOTE

BSN1 and BSN2 Student Track Leads – 1 Vote

ABSN Fall and ABSN Spring Student Track Leads – 1 Vote

MSN Student Track Lead(s) – 1 Vote

DNP Student Track Leads – 1 Vote

PhD Student Track Lead(s) – 1 Vote

Liaisons

- ASUW Representatives
- GPSS Representatives
- BSNCC Representatives
- ABSNCC Representatives
- DNPCC Representatives

SLB Student Interest Groups (Represented & Resourced)

- Ceremony Committee
- Community Service Group
- Diversity Committee
- Fundraising Group
- Future Nurses Club
- Health Advocacy Group
- Mentorship Group
- Nurses for Sexual & Reproductive Health
- Self-Care Club
- UnicoRN

SLB Student Interest Groups (Represented)

- BIPOC (Independent Resourcing)
- Diversity Awareness Group (DAWGs) (Independent Resourcing)
- Mary Mahoney Professional Nurses Organization (Independent Resourcing)

Section 2: Does your RSO have a 501(c)3 non-profit status with the IRS? Yes No

Section 3: Does your RSO have a local bank account? Yes No

Article III: Affiliations

(Please state any off-campus local, state or national organizations that your group is officially affiliated)

None.

Article IV: Membership *(please initial boxes in Sect. 1&2)*

 Section 1: We verify that the majority of the membership of this organization are regularly enrolled University of Washington- Seattle students. Only currently registered UW- Seattle students are officers or have voting privileges within our organization.

 Section 2: We verify that selection of members shall not involve hazing of any kind, nor will selection discriminate against others based on race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, or veteran status.

Section 3: Associate Membership *(Who can be associate members of your group- faculty, staff, non-uw, etc)*

All students, faculty, and staff at the School of Nursing are members unless opted out. Faculty and staff serve as mentors and advisors; they may not hold position as officers.

Section 4: Eligibility Requirements *(Please indicate any additional requirements for membership- dues, GPA, national or local organization membership, etc)*

Members must be a current student, faculty, or staff at the School of Nursing.

Article V: Officers

Section 1: Officer Description *(Please describe officer titles and duties of the five officers conducting business for your group)*

President – Cindy Hoffman (cnh56@uw.edu)

1. Serve as the President, presiding officer and official representative of SLB
2. Votes on behalf of the executive group
3. Temporarily fulfill the duties of any vacant officer position for no longer than four weeks
4. Attend a Registered Student Organization (RSO) Registration Session (<http://depts.washington.edu/thehub/sao/rso-registration/>) to register SLB as a student organization annually no later than October 31st with the UW Student Activities Office (SAO).
 - a. Pick up UW Bookstore Discount Card for RSOs
 - b. Retrieve SLB print code for copying at the Student Organization Resource Center
 - c. Register the President and PR Officer as Registered Users for the RSO email account

Vice President – Goretti Siu (gyching@uw.edu)

This position is responsible for the overall operations of the student leadership board, maintaining communication with the Executive Dean and Associate Dean of Academic Affairs. The Vice President and President share responsibility for meeting with executive leaders at the school about critical student issues and for representing student voices on the Shared Leadership Council. This position is only open to graduate students with at least two years left in their program, as the Vice President will serve as the President the following year. This enables continuity and context for the community's voice. Time commitment fluctuates during the school year (higher during orientation and lower in the middle of the school year) and the month, depending on when meetings are, but it is approximately 3-4 hours/week. However, these meeting responsibilities are shared with the SLB president.

The duties and responsibilities of the SLB Vice President shall be as follows:

- Serve as the Shared Leadership Council (SLC) Representative. SLC is the School of Nursing's Executive Team, composed of Associate Deans, department chairs, and representatives from the Faculty, Staff, and students. It is the advisory group to the SoN Executive Dean for decisions on behalf of the SoN.
- The duties and responsibilities of the SLB SLC Representative shall be as follows: Represent student views, perspectives, and priorities at SLC monthly meetings and during votes on issues.
- Develop and maintain a line of communication with Faculty and/or Staff Advisor for all positions and interest groups.
- Bi-monthly meetings with the Dean
- Attend monthly SLB Executive Group meetings as well as quarterly Town Hall Meetings.
- Recruit volunteers to document all SLB events and programs and retain artifacts, including but not limited to written notes, photographs, and videos.
- Email warning notices to officers who have two unexcused absences

Financial Officer – Susan Muthoni (muthonis@uw.edu)

This position is responsible for the growth and development of directly and indirectly held financial resources as well as their tracking and – on direction – deployment. This position requires accountability, attention to detail, strong communication skills, and creativity in problem solving. This position reports to the SLB Vice President and SLB President and interacts frequently with Director of SAS and Director of FAS. This role can be filled by an undergraduate or graduate student who can commit for one (1) academic year. Time commitment is approximately 1-2 hours/week. A background in finance is not required since continuity documents provide general direction. Open to undergraduate and graduate students.

The duties and responsibilities of the SLB Vice President shall be as follows:

- Manages the UW School of Nursing Student Leadership Board commercial bank account.
- Manages the Nursing Student Leadership Board Fund held in trust by UWSON.
- Manages Student Leadership Board discretionary fund held in trust by UWSON.
- Researches outside grant funding and applies for it.
- Manages student apparel order and delivery.
- Notifies IRS of prior year's revenue using continuity documents.
- Attend Monthly SLB Executive Group meetings and quarterly Town Hall Meetings

Records Officer – Carly Watson (carlywat@uw.edu)

This position is responsible for documentation and record keeping. It is critical that we hold ourselves accountable to our commitments, and this officer helps us to do that. This role creates and organizes meeting minutes as well as records related to progress in strategic objectives. The Records Officer will also oversee data governance and the management of the Google Drive. This position requires strong organizational skills as well as good attention to detail. This position reports to the SLB Vice President and President. This role can be filled by an undergraduate or graduate student who can commit for one (1) academic year. Time commitment is approximately 1 hour/week. Open to undergraduate and graduate students.

The duties and responsibilities of the SLB Records Officer shall be as follows:

- Document meeting minutes and send out those minutes within 72 hours to all attendees.
- Create meeting agendas in partnership with key stakeholders (officers, interest groups).
- Register SLB as a registered student organization on main campus in partnership with VP.
- Update the approval and expiration dates of the Constitution & Bylaws.
- Maintain permissions and membership on SLB Husky Link.
- Track attendance at meetings.
- Update SLB listserv.
- Attend Monthly SLB Executive Group meetings and quarterly Town Hall Meetings

Communications Officer - Leigh Kalaman (lberilla@uw.edu)

This position is responsible mostly for internal communications with students and faculty/staff through email announcements, Teams, occasional flyers, and a limited social media presence. There can be rare external communications products which are largely supported by the School of Nursing's marketing and communications team. Communications officer promotes student opportunities and activities associated with Student Leadership Board and Student Interest Groups. This role requires strong verbal and written communication skills as well as a broad interest in all student activities. The position reports to SLB Vice President and President and interacts frequently with the School of Nursing's marketing/communication/advancement

teams. Time commitment is approximately 1-2 hours/week. A background in communications is not required. Open to undergraduate and graduate students.

The duties and responsibilities of the SLB Records Officer shall be as follows:

- Manages email correspondence for sonslb@uw.edu, announcements to distribution lists.
- Manages new student activities environment on school website.
- Shares critical communications with SLB Executive Group.
- Manages SLB [Facebook](#)
- Manages SLB [Index](#)
- Creates flyers for student events (quarterly town halls, mixers).
- Attend Monthly SLB Executive Group meetings and quarterly Town Hall Meetings

BSN1 Track Leads – John Murphy (jmurphy@uw.edu), Jeff Paine (jpaine1@uw.edu)

This position is responsible for representing the interests of their cohort. They make themselves available to the needs and interests of their colleagues and share those issues with others serving on the Executive Group in pursuit of resolution. This role requires strong interpersonal communication skills in tandem with a passion for advocacy. A cohort can delegate as many student track leads as it desires; however, the voting power is limited to one per cohort/program.

The duties and responsibilities of the track lead shall be as follows:

- Represent the priorities, concerns, and views of their constituents in their cohort (BSN and ABSN), program (Master's and PhD students), or department (DNP students).
- Liaise with constituents on SLB announcements, initiatives, and projects.
- Promotes broad student involvement and feedback
- Distribute public announcements and event information to constituents as provided by the Communications Officer
- Attend Monthly SLB Executive Group meetings and quarterly Town Hall Meetings

BSN2 Track Leads - Abigail Chen (chenabig@uw.edu), Clarisse Huan (chuang4@uw.edu), Leslie Mansour (lrman413@uw.edu)

This position is responsible for representing the interests of their cohort. They make themselves available to the needs and interests of their colleagues and share those issues with others serving on the Executive Group in pursuit of resolution. This role requires strong interpersonal communication skills in tandem with a passion for advocacy. A cohort can delegate as many student track leads as it desires; however, the voting power is limited to one per cohort/program.

The duties and responsibilities of the track lead shall be as follows:

- Represent the priorities, concerns, and views of their constituents in their cohort (BSN and ABSN), program (Master's and PhD students), or department (DNP students).
- Liaise with constituents on SLB announcements, initiatives, and projects.
- Promotes broad student involvement and feedback
- Distribute public announcements and event information to constituents as provided by the Communications Officer
- Attend Monthly SLB Executive Group meetings and quarterly Town Hall Meetings

ABS N Fall Track Lead - Madisen Barre-Hemingway (mrbh2@uw.edu), Rudi Mondragon (rmondr@uw.edu)

This position is responsible for representing the interests of their cohort. They make themselves available to the needs and interests of their colleagues and share those issues with others serving on the Executive Group in pursuit of resolution. This role requires strong interpersonal communication skills in tandem with a passion for advocacy. A cohort can delegate as many student track leads as it desires; however, the voting power is limited to one per cohort/program.

The duties and responsibilities of the track lead shall be as follows:

- Represent the priorities, concerns, and views of their constituents in their cohort (BSN and ABSN), program (Master's and PhD students), or department (DNP students).
- Liaise with constituents on SLB announcements, initiatives, and projects.
- Promotes broad student involvement and feedback
- Distribute public announcements and event information to constituents as provided by the Communications Officer
- Attend Monthly SLB Executive Group meetings and quarterly Town Hall Meetings

ABS N Spring Track Lead – VACANT until APRIL 2023

This position is responsible for representing the interests of their cohort. They make themselves available to the needs and interests of their colleagues and share those issues with others serving on the Executive Group in pursuit of resolution. This role requires strong interpersonal communication skills in tandem with a passion for advocacy. A cohort can delegate as many student track leads as it desires; however, the voting power is limited to one per cohort/program.

The duties and responsibilities of the track lead shall be as follows:

- Represent the priorities, concerns, and views of their constituents in their cohort (BSN and ABSN), program (Master's and PhD students), or department (DNP students).
- Liaise with constituents on SLB announcements, initiatives, and projects.
- Promotes broad student involvement and feedback
- Distribute public announcements and event information to constituents as provided by the Communications Officer
- Attend Monthly SLB Executive Group meetings and quarterly Town Hall Meetings

MSN Track Lead - VACANT

This position is responsible for representing the interests of their cohort. They make themselves available to the needs and interests of their colleagues and share those issues with others serving on the Executive Group in pursuit of resolution. This role requires strong interpersonal communication skills in tandem with a passion for advocacy. A cohort can delegate as many student track leads as it desires; however, the voting power is limited to one per cohort/program.

The duties and responsibilities of the track lead shall be as follows:

- Represent the priorities, concerns, and views of their constituents in their cohort (BSN and ABSN), program (Master's and PhD students), or department (DNP students).
- Liaise with constituents on SLB announcements, initiatives, and projects.
- Promotes broad student involvement and feedback

- Distribute public announcements and event information to constituents as provided by the Communications Officer
- Attend Monthly SLB Executive Group meetings and quarterly Town Hall Meetings

DNP Track Leads – Mel Hopkins (hopkimel@uw.edu), Rikki Hill (voier@uw.edu)

This position is responsible for representing the interests of their cohort. They make themselves available to the needs and interests of their colleagues and share those issues with others serving on the Executive Group in pursuit of resolution. This role requires strong interpersonal communication skills in tandem with a passion for advocacy. A cohort can delegate as many student track leads as it desires; however, the voting power is limited to one per cohort/program.

The duties and responsibilities of the track lead shall be as follows:

- Represent the priorities, concerns, and views of their constituents in their cohort (BSN and ABSN), program (Master’s and PhD students), or department (DNP students).
- Liaise with constituents on SLB announcements, initiatives, and projects.
- Promotes broad student involvement and feedback
- Distribute public announcements and event information to constituents as provided by the Communications Officer
- Attend Monthly SLB Executive Group meetings and quarterly Town Hall Meetings

PhD Track Lead - VACANT

This position is responsible for representing the interests of their cohort. They make themselves available to the needs and interests of their colleagues and share those issues with others serving on the Executive Group in pursuit of resolution. This role requires strong interpersonal communication skills in tandem with a passion for advocacy. A cohort can delegate as many student track leads as it desires; however, the voting power is limited to one per cohort/program.

The duties and responsibilities of the track lead shall be as follows:

- Represent the priorities, concerns, and views of their constituents in their cohort (BSN and ABSN), program (Master’s and PhD students), or department (DNP students).
- Liaise with constituents on SLB announcements, initiatives, and projects.
- Promotes broad student involvement and feedback
- Distribute public announcements and event information to constituents as provided by the Communications Officer
- Attend Monthly SLB Executive Group meetings and quarterly Town Hall Meetings

Section 2: Qualifications *(What are the qualification of each position to hold office?)*

President

The President must be a graduate student and have served as Vice President in the prior year.

Vice President

The Vice President must be a graduate student and have two years remaining in program.

Financial Officer

The Financial Officer must be a student (graduate or undergraduate) at the School of Nursing.

Records Officer

The Financial Officer must be a student (graduate or undergraduate) at the School of Nursing.

Communications Officer

The Financial Officer must be a student (graduate or undergraduate) at the School of Nursing.

BSN1 Track Lead

The BSN1 Track Lead must be a BSN1 student. Historically, PONS Presidents have served.

BSN2 Track Lead

The BSN2 Track Lead must be a BSN2 student. Historically, PONS Presidents have served.

ABSN Fall Track Lead

The ABSN Fall Track Lead must be a ABSN Fall student. Historically, PONS Presidents have served.

ABSN Spring Track Lead

The ABSN Spring Track Lead must be a ABSN Spring student. Historically, PONS Presidents have served.

MSN Track Lead

The MSN Track Lead must be an MSN student.

DNP Track Lead

The DNP Track Lead must be a DNP student.

PhD Track Lead

The PhD Track Lead must be a PhD student.

Section 3: Term of Office *(Please describe length of term of office for officers)*

President - 1 Year Only

Vice President - 1 Year Only

Financial Officer - 1 Year Only

Records Officer - 1 Year Only

Communications Officer - 1 Year Only

BSN1 Track Lead - 1 Year Only

BSN2 Track Lead - 1 Year Only

ABSN Fall Track Lead – 1 Year Only

ABSN Spring Track Lead - 1 Year Only

MSN Track Lead – 1 Year, Extendable

DNP Track Lead - 1 Year, Extendable

PhD Track Lead – 1 Year, Extendable

Section 4: Removal Provisions *(What are the reasons and process for removing officers from positions?)*

President

A majority vote by the Executive Group can remove the individual in this position.

A unanimous vote by VP, FO, RO, CO can remove the individual in this position.

Vice President

A majority vote by the Executive Group can remove the individual in this position.

A unanimous vote by P, FO, RO, CO can remove the individual in this position.

Financial Officer

A majority vote by the Executive Group can remove the individual in this position.

A unanimous vote by P, VP, RO, CO can remove the individual in this position.

Records Officer

A majority vote by the Executive Group can remove the individual in this position.

A unanimous vote by P, VP, FO, CO can remove the individual in this position.

Communications Officer

A majority vote by the Executive Group can remove the individual in this position.

A unanimous vote by P, VP, RO, FO can remove the individual in this position.

BSN1 Track Lead

A majority vote of BSN1 can remove an individual in this position.

BSN2 Track Lead

A majority vote of BSN2 can remove an individual in this position.

ABSN Fall Track Lead

A majority vote of ABSN Fall can remove an individual in this position.

ABSN Spring Track Lead

A majority vote of ABSN Spring can remove an individual in this position.

MSN Track Lead

A majority vote of MSN can remove an individual in this position.

DNP Track Lead

A majority vote of DNP can remove an individual in this position.

PhD Track Lead

A majority vote of PhD can remove an individual in this position.

Article VI: Elections

Section 1: Selection of Officers *(When are officer elections held?)*

A vacancy of the President is occupied by the outgoing Vice President in any given year. If that Vice President cannot or will not serve as President, then an all-student election is to occur.

Track Leads are to be selected for BSN1, BSN2, ABSN-F, ABSN-S, MSN, DNP, and PhD within 30 days of the start of any given school year. This can be extended by the President. Leads are to be selected by the majority vote of their constituents.

All other Executive Group vacancies are to be announced as a call for service within 30 days of the start of any given school year. This can be extended by the President. If more than one

candidate expresses interest, then an all-student election is to occur. If only one candidate is interested, then they are to fill that vacancy unless vetoed for cause by President.

All student interest groups are to decide their own leadership on their own terms, but those interest groups must share the contact information for leadership of record with the Executive Group. This decision must be made within 30 days of the start of a given school year, and the President can extend this period as needed.

Section 2: Procedures for voting *(What are your voting procedures, and how are results/winner determined?)*

Decision Making

1. The President shall present for a given issue the situation and background. They will assess and discuss the available options and, if desired, render a recommendation.
2. The Records Officer shall summarize the options and call for a vote.
3. The Records Officer shall record the vote which is the decision.

Elections

- Track Leads and Student Interest Group leadership are independently elected by majority vote in a fashion of their constituent's choosing.
- All other Executive Group vacancies are to be announced on all cohort/track/program email distribution lists. Interest is to be assayed by Google Form. For other guidance, see Article VI, Section 1.
- Interest is to be assayed by Google Form.

Funding

- If a group needs less than \$100 (max \$300/AY), approval is to be automated.
- If a group needs more than \$100, approval must be obtained by vote (see decision making).
- Build a proposal and present at either Executive Group Meeting or Town Hall.

Section 3: Procedures for filling officer vacancies

Covered in previous sections.

Article VII: Meetings

Section 1: Calendar *(What types of meetings does your group hold? When does your group hold meetings and when/where are members told about meetings?)*

Quarterly Town Hall

- This event is to occur once a quarter toward the middle of the quarter.
- Vice President is to book a meeting room in person or virtually.
- Invite BSNCC, ABSNCC, and DNPCC representatives for updates.
- Invite GPSS and ASUW representatives for updates.
- The following faculty and staff must be invited to Town Hall: ADAA Tatiana Sadak, SAS Director Patrick Tufford, Undergraduate Director Jillian Pintye, DNP Director Jennifer Sonney, PhD Director Fran Lewis
- Begin with open floor, interest group updates, then curriculum updates.
- Conduct proposals and decision-making at the end of the meeting.
- All Executive Group members must attend. Only one Track Lead is needed per cohort/program.

- If student interest group leadership cannot attend, assign an alternate representative.
- Attendance is to be tracked by Records Officer.

Monthly Executive Group Meeting

- Monthly (2 Virtual, 1 In-Person per Quarter).
- No extra meeting during the month of Town Hall.
- Track Leads bring updates and concerns.
- President/VP to update Track Leads on SoN updates.
- Keep meetings short if no critical business.

Section 2: Quorum (*What is minimum attendance to vote on club business in meetings?*)

A quorum shall be defined as 4/6 voting parties (indicated Article II, Section 1).

Article VIII: Non-SAO Advisors (*please check box in Sect. 1*)

Section 1: We verify that non-SAO advisors to our organization are selected by our organization's voting membership, and that they serve ex-officio without voting privileges.

Section 2: If you are a Federal Title IX exempt fraternity or sorority with an operating agreement on file with UW Fraternity and Sorority Life, please indicate powers granted to your chapter adviser regarding club business from your national affiliate

Not Applicable.

Article IX: Constitutional Amendments

Section 1: Process (*Please describe your process for amending your constitution*)

This constitution may be amended under the following conditions:

1. 5/6 majority of voting parties
2. Presidential authority under force majeure conditions (e.g. global pandemic).

Signature Page

Our organization verifies our operating practices are not in conflict with the Registration requirements in Articles I, IV, and VIII, nor are they in conflict with the SAO Policy Guide and other University of Washington requirements.

Name, Signature, Title of Registering Officer (may use Adobe Digital signature)

Date (DD/MM/Year)

This constitution is valid from date of signature above for three academic years. If any modification or changes are made, please sign and date below and upload to your RSO HuskyLink account.



10/28/2022

Name, Signature, Title of Officer

Date (DD/MM/Year)

For SAO departmental use only

Document received date:

Staff initials: